

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, AUGUST 3, 2016**
3 **SISTER BAY FIRE STATION – 2258 MILL ROAD**
4

5 *The August 3, 2016 meeting of the Parks, Properties and Streets Committee was called to order*
6 *by Committee Chair Dave Lienau at 5:31 P.M.*
7

8 **Present:** Committee Chair Dave Lienau and Committee members John Clove, Denise
9 Bhirdo and Sharon Doersching.
10

11 **Staff Members:** Village Administrator Zeke Jackson, Facilities Manager Steve Mann,
12 and Assistant Administrator Janal Suppanz.
13

14 **Approval of Agenda:**

15 *A motion was made by Clove, seconded by Bhirdo that the Agenda for the August 3, 2016*
16 *meeting of the Parks, Properties & Streets Committee be approved as presented. Motion carried –*
17 *All ayes.*
18

19 **Approval of Minutes as published:**

20 **As to the minutes for the July 6, 2016 meeting of the Parks, Properties & Streets**
21 **Committee:**

22 *Bhirdo stated that she believes the following revisions should be made to the July 6, 2016 meeting*
23 *minutes:*
24

25 *Page 1 – Line 15 – Rick Wylie and Mark Schuster were also in attendance.*
26

27 *The following statements should be inserted at the end of Line 1 - Page 30:*
28 *“Bhirdo suggested that garbage cans also be placed on the east side of Bay Shore*
29 *Drive in the downtown area”. It was the consensus that this shall occur.*
30

31 *The sentence which begins on Page 2 – Line 15 should read, “A sign shall be*
32 *erected near each of the foot washing stations which states, “Non-Pottable, Cold*
33 *Water Only”.*
34

35 *The following sentence should be inserted at the end of the portion of the minutes*
36 *which pertains to Agenda Item No. 3:*
37

38 *“Some of the Committee members noted that there appears to be confusion as to*
39 *where the designated quiet craft launch area actually is in Waterfront Park, and*
40 *it was the consensus that signage which states, “Quiet Craft Launch” shall be*
41 *erected in the designated area ASAP.*
42

43 *The following paragraphs should be inserted at the end of the portion of the*
44 *minutes pertaining to Agenda Item No. 5:*
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47

1 Mann noted that Kurt Rice allowed the Parks Department employees to use his
2 barge when the channel markers and swim buoys were installed, and that was a
3 tremendous help.

4
5 “A motion was made by Clove, seconded by Bhirdo that a \$100 Gift Certificate to
6 JJ’s shall be provided to Kurt Rice as a “thank you” for the use of his barge when
7 the channel markers and swim buoys were installed. Motion carried – All ayes.

8
9 A motion was made by Clove, seconded by Doersching that the minutes for the July 6, 2016
10 meeting of the Parks, Properties & Streets Committee Meeting be approved as amended. Motion
11 carried – All ayes.

12
13 **As to the minutes for the July 7, 2016 joint meeting of the Parks, Properties & Streets**
14 **Committee and the SBAA Board of Directors:**

15 A motion was made by Doersching, seconded by Clove that the minutes for the joint meeting of
16 the Parks, Properties & Streets Committee and the SBAA Board of Directors be approved as
17 presented. Motion carried – All ayes.

18
19 **Comments, correspondence and concerns from the public:**

20 Lienau noted that no new correspondence had been received, and then asked if anyone
21 wished to address a non-agenda item.

22
23 Bhirdo asked why the Wild Tomato was allowed to put a fence on their property
24 without Plan Commission approval, and also asked if the fence was on Village property.
25 Jackson and Mann will look into this issue and report their findings at the next meeting
26 of the Parks Committee.

27
28 Bhirdo referred to a “Correction” which was recently published in The Pulse, and
29 Jackson noted that he has already discussed this issue with Jackson Parr, who wrote the
30 original article.

31
32 **Business Items:**

33 **Item No. 1. Consider a request from staff for a radar traffic counter; Consider relevant**
34 **motions for action if appropriate:**

35 *The traffic counter that the Village currently utilizes is rather simple and inexpensive and only*
36 *provides traffic counts. There are more complex versions of traffic counters which are equipped*
37 *with radar units and provide more detailed data, but they are quite expensive. It was the*
38 *consensus that for the time being the simple and inexpensive traffic counter should continue to*
39 *be utilized.*

40
41 **Item No. 2. Review of the Draft Waterfront Park Master Plan; Discussion on that plan;**
42 **Consider relevant motions for action if appropriate:**

43 Draft versions of the Bench Location Diagrams and the Waterfront Park Master Plan
44 were included in the meeting packets and the Committee members jointly reviewed all
45 of that documentation.

46
47 *It was the consensus that all the benches which were put in storage before work was done on the*
48 *Bay Shore Drive Reconstruction Project shall be returned as close as possible to their original*

1 locations, but the decision as to actual placement of any and all of those benches shall be left to the
2 discretion of Mann and Bhirdo. If any location conflicts do arise, preference shall be given to
3 benches with the names of persons who actually resided in Sister Bay on them.
4

5 Discussion then turned to the Waterfront Park Master Plan, and it was eventually the consensus
6 that the pathway extension by the Pavilion which is depicted on the plan shall be eliminated in its
7 entirety. During the review process Jackson noted that Jessie Fink from JJR felt that the location
8 for the proposed restroom which is depicted on the plan is the safest and most convenient location
9 for such a structure. No matter where additional restrooms are placed additional costs will be
10 incurred for sewer and water lateral extensions. Several different restroom locations were
11 suggested by the Committee members, but before any formal decisions are made regarding that
12 issue Jackson will ask the Village's Engineer to conduct a traffic analysis around the Post Office
13 and make a formal recommendation as to whether or not he believes a portion of the parking lot
14 behind the Post Office could be eliminated and/or Post Office Lane closed. Alternatives which
15 shall be considered are creation of short-term (10 minute) parking spaces, unloading zones, and
16 handicap parking spaces.
17

18 The Committee members agreed that an archway shall be created in Waterfront Park, and the
19 Committee members were asked to forward photos of the type of archway they would like to see
20 constructed to Jackson ASAP.
21

22 Doersching presented a drawing of the type of goat finial she would like to see on the
23 Wayfinding Signage, and it was the consensus that that version of the goat would be
24 fine. An applicable recommendation will be made to the Plan Commission.
25

26 **Item No. 3. Report from staff on parks, properties and streets activities:**

27 Mann gave the following oral report:

- 28 • Issues have arisen when Parks Department employees attempt to work in
29 Waterfront Park early in the morning as Yoga classes are being conducted. It
30 was the consensus that next year an alternate location shall be found for Yoga
31 classes to be conducted.
- 32 • The Hendrickson Park restroom is getting a lot of use, and on some occasions
33 over a case of toilet tissue is used per week.
- 34 • In accord with the Committee's directives Mann placed locks on the basketball
35 hoops at the Sports Complex but someone cut them. The Parks Department
36 employees are looking into additional security measures which can be taken to
37 prevent the hoops from being adjusted.
- 38 • The foot washing stations will be installed in Waterfront Park as soon as a
39 sufficient sized pump has been obtained.
40

41 **Adjournment:**

42 A motion was made by Clove, seconded by Doersching to adjourn the August 3, 2016 meeting of
43 the Parks Committee at 7:02 P.M. Motion carried – All ayes.
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1 Respectfully submitted,

2 

3 Janal Suppanz,

4 Assistant Administrator